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A STAFF INFORMATION BULLETIN

MAR 4 1974



PUBLISHED FOR EMPLOYEES OF THE
SOUTH CAROLINA DEPARTMENT OF
YOUTH SERVICES

BULLETIN NO. 45

FEBRUARY 7, 1974

NEWS FROM OUT STATE DIRECTOR.

We are all particularly aggrieved because of the passing of Mr. Bob Alexander who was developing a public information program for the Department of Youth Services. Mr. Alexander had taken a great deal of his time to acquaint himself with the workings of the Department of Youth Services and was most knowledgeable about our future plans and goals. His untimely death was all the more difficult for us to understand in that the day before he died he was with us at the Central Office working on our plans for the future. Our prayers reach out to his family, and our memories of Bob will always be loving and warm as he was.

I have recently returned from the meeting of the Southeastern Correctional Management Training Council which is the planning body for the excellent management training programs that have been offered to many of our staff through the University of Georgia under the guidance of Ms. Joann Morton. The Council is seeking further funding for this project, and we have every reason to believe that the excellent management training that we have received will continue. A full year's program of management subjects was selected by the Council, and we are looking forward to being able to send representative trainees from our Agency. A bi-monthly newsletter will also be developed and we shall receive enough copies to be distributed to our staff.

It appears that our enrollment at the institutions is very rapidly creeping upward. Our total population is now well over 700 students including the Reception and Evaluation Center, and this is more than we had anticipated. We are especially concerned about the number of girls at the Willow Lane School, and it appears that we may have to take some measures to alter some of the problems increasing herein. The Law Enforcement Assistance Administration is in the process of making a study of the State Juvenile Justice System, and we are one of the many agencies to be giving input into that study. It will cover the broad spectrum of juvenile justice including probation, courts, corrections, and aftercare. It will also have some recommendations with reference to diversionary programs and volunteer involvement. It will also be especially designed to implement many of the standards and goals devised by the National Advisory Commission on Criminal Justice.

Special congratulations are due to at least two members of our staff and they would be Mrs. Jennifer Borup who has been appointed Assistant Unit Coordinator at the Reception and Evaluation Center and Mr. Dan Lawther who has been accepted as a doctoral student in the Counseling Program at the University of South Carolina. Mrs. Borup comes to us from a family who has been involved in corrections for many years and her father, Mr. Joseph Coughlin, is the current president of the American Correctional Association and a teacher of corrections now at Southern Illinois University. Mr. Lawther has a Master's Degree in Psychology and will continue to work with us while being involved in the course requirements for his doctoral program. This will give us four students at the University, and we are very proud of this. We encourage all of our staff to pursue higher educational degrees in that this helps us to do a better job in dealing with the many problemed children we serve.

NEWS FROM JOHN G. RICHARDS.

John G. Richards had a very special visitor on January 22 thru 24. Edward Osborne, 73, of Baltimore, Maryland returned to Columbia to see how John G. Richards had changed since he spent seven (7) years here from 1914 to 1923. He was accompanied by a friend, Mrs. Olie Williams. Mr. Osborne, originally from Kingstree, South Carolina, was sent to John G. Richards for running away from home.

Mr. Osborne has three (3) children, twenty (20) grandchildren, and two (2) great grandchildren of whom he is very proud. His wife passed away in May of this past year.

Mr. Osborne stated that he learned many trades while at John G. Richards such as carpentry, blacksmith, machinery and several others. He worked many odd jobs after release until he began to work for Bethlehem Steel from which he retired in February, 1971 after thirty-five years of service. Rev. Youngblood took him to visit one of his teachers who lives near here and is now 80. He said that Mr. Miller was very touched to see the former student who has succeeded in life.

Mr. Osborne visited all the classes and talked to the students who listened very intently to what he had to say. His advice to them was "whatever you do, do it well. Trust God and He will guide you." Prior to his departure, Mr. Osborne donated \$50.00 to the Student Welfare Fund in an effort to show his appreciation for what John G. Richards did for him.

Mr. Henry P. Williams, Director of Cottage Life II, is in Richland Memorial Hospital. We all wish him a speedy recovery.

Miss Sally Jackson has joined our staff as a new social studies teacher. She graduated from Winthrop College, cum laude, December, 1973. While at Winthrop, she majored in history with a minor in French and social studies. We all welcome her to our faculty.

There was a "get-together" on Friday, February 1, 1974, in the John G. Richards staff dining room for Mr. Joe Cofield, sponsored by maintenance and John G. Richards School. Mr. Cofield retired from the Department of Youth Services in January. Coffee, cake, and ice cream were served and Mr. Cofield was presented a new rod, reel and fishing equipment.

Congratulations to Mr. and Mrs. J. L. Lindler who were married Sunday, January 27, 1974. Mrs. Lindler is the former Renee Richardson, Secretary to Mr. Joe W. Potts, Assistant Unit Coordinator at John G. Richards School.

NEWS FROM THE CENTRAL OFFICE.

We wish to extend to Mr. George Grogan our sincere sympathy on the loss of his sister knowing the sorrow he must feel and to Mr. Frank Lever we offer our sincere condolences on the loss of his grandmother. We offer to both of you, whose losses are irreparable, our affectionate sympathy and love.

We welcome to our staff Ms. Lynn Vaughan. Ms. Vaughan succeeds Miss Tricia Rabun as Staff Assistant to Mr. Bernard Sandick who is Director of the Division of Planning, Research and Grants.

NEWS FROM THE SOUTH CAROLINA SCHOOL SCHOOL FOR BOYS.

Security Blotter

Davis H. McRae has joined our Campus Police Force and we are glad to have him. Mr. McRae comes to us with a lot of police experience.

Rambling in Recreation

Our basketball team won the local midget league championship with an undefeated season led by Isaac Brown, Leroy Breland, and Leroy Golden. They are now participating in the city tournament and we all give them our best wishes.

The campus honor roll is looking forward to a dance at Willow Lane School on February 1, 1974.

On Saturday, February 2, 1974, all students will participate in a field day with outdoor games and prizes. This activity promises to be the highlight of February.

Administrative Information

We would like to express our appreciation to Mrs. McCants and Mrs. Margie Shaw, wife of Social Worker Fred Shaw, for the delicious pastries they provided for the office staff during the holidays.

Mrs. Josephine Bacote, one of our cooks, has returned to work after spending approximately 20 days in a New York hospital. We welcome her back.

Mrs. Sandra White, the school nurse, is out of the hospital after a lengthy stay. Several staff members donated blood for use during her surgery. We are happy that Mrs. White is back at home and look forward to having her return to work.

Mrs. Debra Amerson, the wife of Mr. Curtis Amerson, Jr., Maintenance man, is a patient in Byerly Hospital, Hartsville, South Carolina.

Mrs. Maisie Shuler is a patient at the McLeod Annex, Florence, South Carolina. She is the wife of Mr. Ed Shuler, School Teacher.

Mr. E. M. McKissick, a volunteer of long standing, is a patient in the McLeod Memorial Hospital, Florence, South Carolina.

COTTAGE LIFE RAP

Calhoun Cottage

Calhoun students, Isaac Brown and Leroy Golden, are on the South Carolina School for Boys' Church League Basketball Team which won the regular season championship and plays for the tournament title on January 24 against a very tough Greek Orthodox team. The Calhoun football team recently won the intramural competition and all the students were very proud of their trophies.

Middleton Cottage

During the month of January, our Treatment program has really seen some significant changes. Each cottage now has a stereophonic tape deck and a new television set. There are also many new indoor games such as bowling, electric football, checkers, cards, and Chinese checkers in the cottages. By having so many attractive activities to offer the students in the evenings and during inclement weather, the number of behavioral problems that result out of boredom have been significantly reduced. It is felt that now our program has taken on a new phase as we are now able to deal with behavior by positive reinforcement and the withdrawal of this reinforcement rather than being forced to deal with behavior solely through the administering of negative consequences.

Wisdom From Academic School

On October 17, a selected group of boys from the music classes at the school sang at the First Baptist Church in Florence.

Another group presented a Christmas program for the Crippled Children's Home. The same program was presented for the student body at the South Carolina School for Boys and for the Civitan Club's Ladies Night Christmas banquet.

NEWS FROM WILLOW LANE SCHOOL.

The "group classes" took a tour of the WIS-TV studios on January 18. The students enjoyed watching themselves on the monitor as they clowned around on the "Today In Carolina" set. The tour was both educational and enjoyable. Following the tour, the classes went to Sesqui State Park for a picnic lunch and a hike along the nature trail.

On Monday, January 28th, there was a student-staff basketball game in the Willow Lane gym. The girls and the female staff played to a 20-20 tie. The boys, however, weren't quite as lucky; they were beaten by the men 52-32.

On Thursday, January 31, the high honor students at Willow Lane went to Dutch Square to see the Dutch Square Super Circus. The students got a real good scare when a few of them were captured by the almost human gorilla.

NEWS FROM THE RECEPTION AND EVALUATION CENTER.

Recently, Lois D. Carastro, Reception and Evaluation Center, and Joe Potts, John G. Richards School, attended the first of a two-part Basic Management Workshop in Jackson, Mississippi.

The Workshop was sponsored by the Southeastern Correctional Management Training Council which has operated under discretionary grants from the Law Enforcement Assistance Administration since 1970. In attendance were representatives in the fields of both adult and juvenile corrections from six southeastern states.

Aspects of management such as administration, systems evaluation, communication skills, and motivation were some of the areas covered by the Workshop headed by Charles H. Bishop, Jr. Mr. Bishop is currently at the Corrections Division, Institute of Government at the University of Georgia and is well-known for his work in this area.

The second half of the Workshop will be conducted in March and will be a continuation of managerial skill development as well as some specifics regarding trends in the field of corrections.

NEWS FROM THE YOUTH BUREAU DIVISION.

Columbia Area Field Service Office

Office space for the Columbia Area Field Service Office has been leased at 3105 Devine Street, Columbia, South Carolina. The personnel who have already joined our staff include the Supervisor of Field and Diagnostic Services, Mrs. Lee Eggleston. Mrs. Eggleston, a native of Charleston, received her B.A. Degree from S. C. State College and M.Ed. from Virginia State. She was previously employed at Pre-Trial Intervention. Additional personnel are three social workers, two youth counselors, and a Secretary I. It is anticipated that the two vacant positions, Regional Supervisor and Secretary II, will be filled in the near future.

Referral and direct services for pre-delinquent and delinquent clients and their families will be provided beginning February 6, 1974. It is anticipated the formal contract between the Youth Bureau and Richland County Court will be completed during the second week of February.

St. Luke's Neighborhood Youth Center

The Neighborhood Youth Center located at St. Luke's Episcopal Church, 2211 Lady Street, Columbia, South Carolina, recently had two social workers and a secretary-II join its staff. Mr. George Wilson, Supervisor, anticipates the employment of two additional part-time recreational specialists.

Volunteer and recreational programs are in the process of being developed.

Caroselle

Caroselle has made arrangements with Richland County School District I, Adult Education Division and Home Economics Department to begin Home Economics classes starting February 4. Mrs. Karen Brown will teach the students sewing followed by classes such as cooking, housekeeping, personal grooming, etc.

Spartanburg Youth Bureau

The Department of Youth Services welcomes Ms. Dorothy Strobel as Supervisor of Area Social Services at the Spartanburg Youth Bureau. Ms. Strobel received her B.A. Degree in 1969 from S. C. State College and her M.S.W. in 1971 from University of Pittsburg Graduate School of Social Work. She was formerly employed in Pennsylvania and is a native South Carolinian.

The Spartanburg Youth Bureau staff sponsored a dinner party for the Spartanburg Boys' Home on January 25. Local businessmen donated the main course while other refreshments were provided by the Spartanburg staff. The event was very exciting as staff and youngsters were able to mingle socially.

Greenville Youth Bureau

Mr. Leonard Lee, Supervisor for Greenville Youth Bureau, attended a conference on juvenile justice in New Orleans January 28 through January 31. The conference was presented by District Attorneys Association and Juvenile Judges Association. Mr. Walter Waddell, Supervisor for Spartanburg Youth Bureau, accompanied Mr. Lee to the conference.

State Office Division

A \$100,000.00 grant has been awarded to the S. C. Department of Youth Services by the Law Enforcement Assistance Agency for development of a Regional Youth Bureau in Rock Hill, S. C. Negotiations will begin with Officials of the City of Rock Hill to obtain space in their Neighborhood Youth Centers. It is anticipated that this Regional Office will be operational by July 1, 1974.

Charleston Regional Diagnostic and Evaluation Center

The Psychological Division of the Charleston Center is cooperating with the Franklin C. Fetter Clinic's Psychological Division by testing some family referrals. The referrals have to do with the drug program and the lead poisoning program.

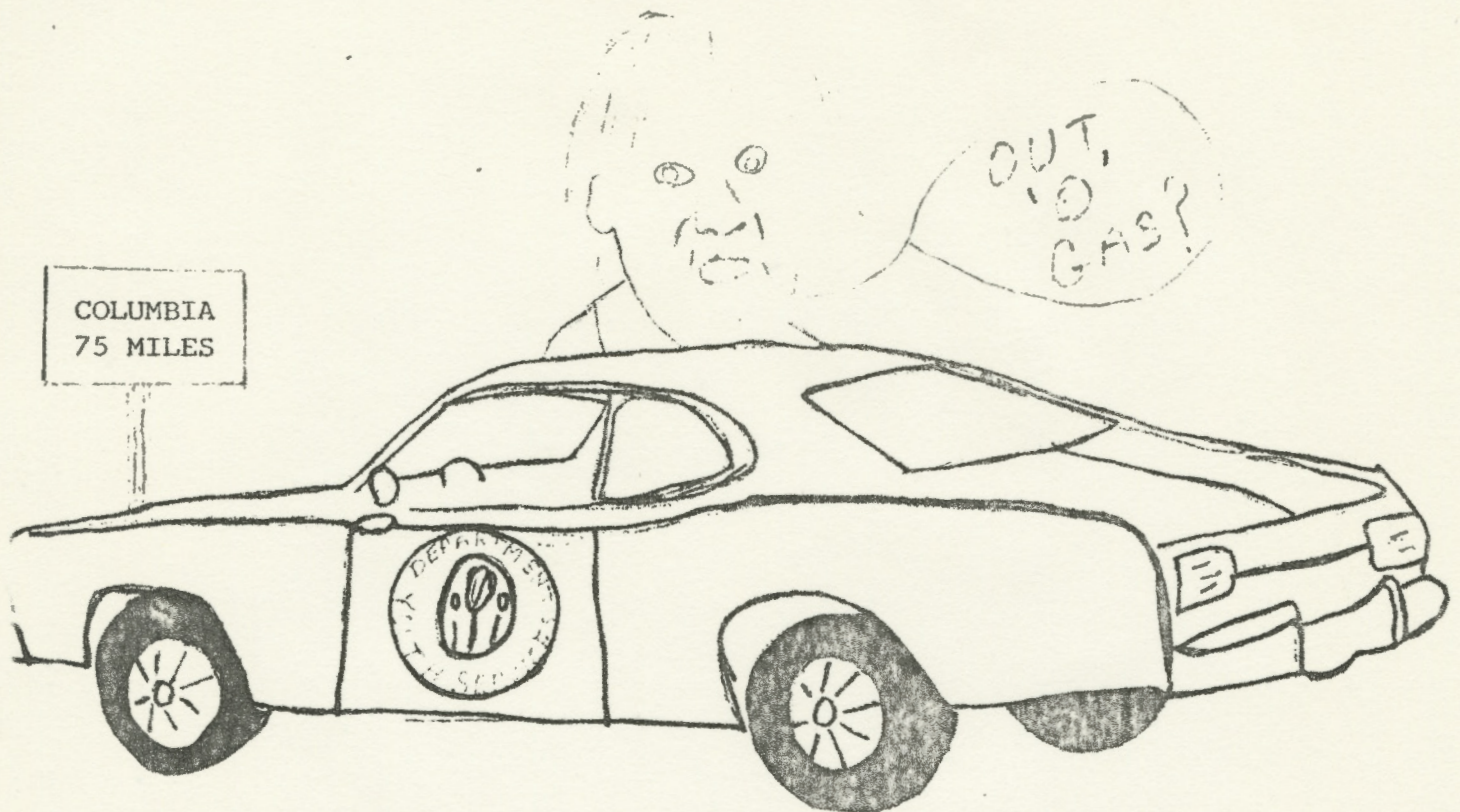
The Charleston Center is cooperating with the Mental Health Center of Charleston by accepting certain kinds of referrals. The fact is well taken that we should offer diagnostic services to them which they do not have as we have been making referrals to them for treatment services which we do not have.

NEWS FROM MAINTENANCE.

We managed to reduce gas usage this month by 10%
We used 200 gallons more than the month's allocation
We had a small amount in reserve from December

THAT'S GOOD
THAT'S BAD
THAT'S GOOD

If we continue to use more than our montly allocation.....



. THAT'S GONNA BE REAL BAD! ! !

NEWS FROM THE INTENSIVE CARE UNIT.

In an effort to enhance and revitalize the existing program in Pickens Cottage, the Treatment Team has made some major revisions in Phases I and II, giving more flexibility and providing more meaning to the token economy.

NEWS FROM THE CAMPUS POLICE SECTION.

Sgt. Calvirt Rhett has been promoted to Lieutenant in charge of Identification Investigation Division. Lt. Rhett is married to Cleoniece N. Rhett and they reside in Columbia, South Carolina.

Cpl. Jesse Gaskin has been promoted to Sergeant, in charge of "B" Shift in the Uniformed Patrol Division. Sgt. Gaskin is married to Bobbie Jean Gaskin. They have two (2) children and live in Columbia.

Patrolman Aaron Hammond has been promoted to Corporal Uniformed Patrol Division. Cpl. Hammond is married to Janie E. Hammond. They have four (4) children and they reside in Cayce, South Carolina.

"The Future of Security"

I have but one lamp by which my feet are guided, and that is the lamp of experience. I know of no way of judging of the future but by the past.

NEWS FROM SUPPORTIVE SERVICES (FARM, FOOD SERVICE).

The Farm Section is doing a good job with the clearing and cleaning project

around the entrance to Willow Lane and in the grooves of pines approaching the entrance to R & E. This is following the timber and pulpwood harvest that has taken place in that area.

Our Department, with the splendid help of the S. C. Forestry Department, is in the process of harvesting all of the timber and pulpwood all the way from Broad River Road to Broad River. This is a selected harvest and means that we will still continue to have a beautiful stand of trees left in this area.

The S. C. Department of Youth Services has recently made available a tract of land to the S. C. Criminal Justice Academy for the construction of a Pursuit Driving Course. This tract will be 4,000 feet long and 400 feet wide and will be located in the woods behind R & E.

The roadways of the course will be oval-shaped with straight and diagonal crossovers and will be used to train law enforcement officers from throughout the state the proper procedures in pursuit and apprehension of traffic violators and to teach safe driving in general.

There is the possibility that selected staff and students from the Department of Youth Services will be given the opportunity to benefit from the safe driving portion of the training.

NEWS FROM FISCAL AFFAIRS.

We are happy to report that our budget for 1974-75 looks promising. We did not get all that we asked for, but the recommended increase by the Budget and Control Board represents a substantial amount of that requested. Please remember the figures below are not final:

	Requested 74/75	Change	Recommended 74/75	Change
Personal Service	4,770,838	868,402	4,450,688	806,907
Operating and Maintenance	1,136,242	317,988	935,313	117,069
Vocational Rehab. Project	<u>35,000</u>	<u>7,479</u>	<u>27,521</u>	<u>-0-</u>
TOTAL	5,942,070	1,193,879	5,502,383	816,768

We are pleased to report that almost everyone is complying with the new purchase order procedures. Please do not forget to send us your receiving document when you receive your order. We need to know that the merchandise has been received before we pay the invoice. Your cooperation is not only greatly appreciated but also helps us to expedite payment of the invoice.

When making up a requisition, if you will please put on the requisition how the material will be used, it will help us a great deal in coding your order. (For instance: Office Supplies - Treatment Services or Office Supplies - Administration) Thank you for your cooperation.

NEWS FROM EDUCATION.

Three (3) vocational training programs (Service Appliance Repair, Graphic Arts and Auto Body Fender Repair) are being added to the vocational programs at John G. Richards. Service appliance will begin on February 22, Graphic Arts March 8 and Auto Body Repair early in the spring (May or June).

These programs are being funded by a vocational grant from the South Carolina Education Department on "Special Needs." With the addition of the three program above, John G. Richards will have ten (10) areas of vocational offerings.

NEWS FROM TRAINING AND EMPLOYEE-RELATIONS.

Techniques of Supervision

The Training Section, in cooperation with the South Carolina State Personnel Division, is sponsoring a training program in "Techniques of Supervision," to be held Thursdays, February 7, 14, 21 and 28. The program will include:

- | | |
|---------------------------|-----------------------------|
| 1. Motivation | 8. Affirmative Action Plan |
| 2. Communication | 9. S. C. Laws of our agency |
| 3. Planning | 10. Job Descriptions |
| 4. Organizing | 11. Problem Solving |
| 5. Employee Discipline | 12. Directing |
| 6. Selection of Employees | 13. Controlling |
| 7. Performance Appraisal | 14. Coordinating |

Workshop: Blacks and the Criminal Justice System

The University of Alabama's Department of Psychology, Correctional Psychology Center, and Division of Continuing Education are sponsoring a workshop, "Blacks and the Criminal Justice System," February 24-27, 1974, at the University of Alabama.

The program includes pre-conference workshops on "Games and Simulation", "Grantsmanship", and "Values Clarification." The conference workshops include sessions on "A Historical Look at Blacks in the Criminal Justice System", "The Black Experience", "Blacks Within the System as Change Agents", "Treatment Programs with Blacks", and many more.

Further information and/or registration forms can be obtained from your Unit Coordinator and/or Mrs. Lam at the Training Section, 758-6341.

Institute on Transactional Analysis

The Augusta Area Chapter of the National Association of Social Workers is sponsoring the Sixth Annual Social Work Institute on Transactional Analysis which will be conducted by Dr. Thomas A. Harris, April 4-5, 1974, at the Richmond Hotel in Augusta, Georgia.

Attendance will be limited to 300 and registration will be on a first come, first served basis. The cost is \$20.00 tuition and includes a luncheon on April 4, 1974. This does not include room, travel, and other meals.

Further information on the program and/or registration forms are available from your Unit Coordinator or Mrs. Karen Lam at the Training Section, 758-6341.

The Desk Set

The South Carolina State Personnel Division is sponsoring a workshop on communication skills for secretarial/clerical personnel called "The Desk Set."

There will be three workshops:

1. February 25, March 4, March 11 - 10:00 a.m. to 12:00 Noon each day.
2. February 25, March 4, March 11 - 2:00 p.m. to 4:00 p.m. each day.
3. February 26, March 5, March 12 - 2:00 p.m. to 4:00 p.m. each day.

Further information on the workshops and/or registration forms are available from your Unit Coordinator or Mrs. Ellen Summers at the Training Section, 758-6341.

Notice

The Training Section and the Employee-Relations Section have new telephone numbers. Training Section - 758-6341 Employee-Relations - 758-6701 or 6702

NEWS FROM THE PERSONNEL SECTION.

What is Multiphasic Screening?

Multiphasic Screen is a series of tests which may point out developing health problems. Early detection leads to quicker cure.

Who Qualifies for this Program?

All State Employees living in the Midlands area. YOU are eligible to take part in this program.

What Tests are Made?

Many different tests are run including those which may reveal warning signs of heart disease, cancer, high blood pressure, glaucoma and diabetes. Pap smears and breast examinations will be included for all women.

Where Do I Go?

The screening Center is located at State Park Health Center off Farrow Road. See directions on map below.

How Long Will It Take?

About two hours. Arrange with your supervisor for time off to be screened.

When Can I Come to the Screening Center?

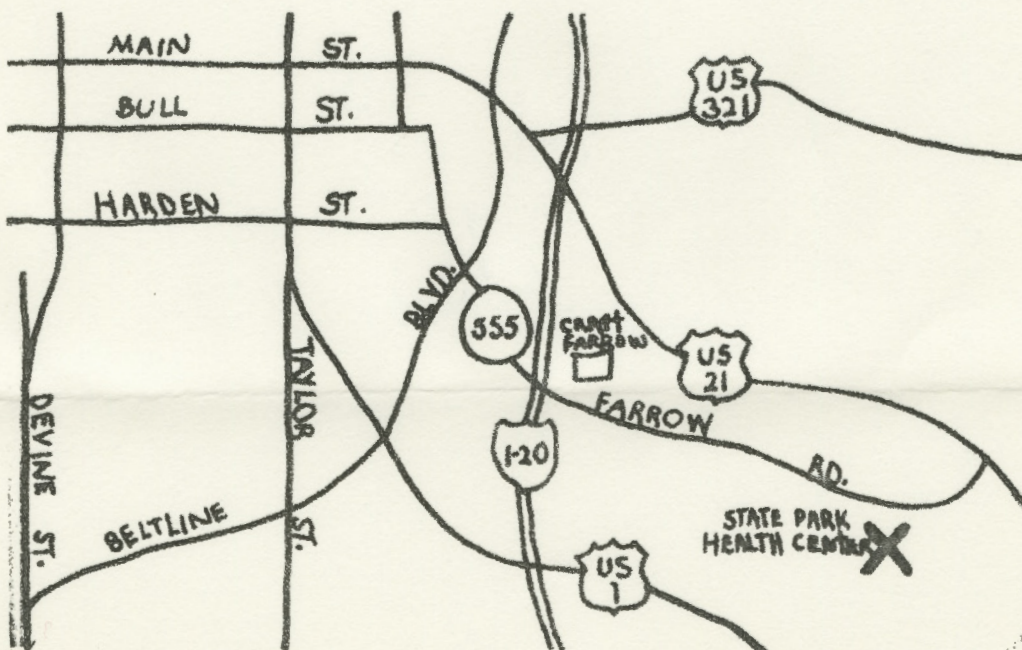
Weekdays 8:30 - 11:00, 1:00 -3:30. Call 758-4491 for an appointment.

When Do I Get the Results?

You will be notified by mail in about a week as to whether the test results were in the normal range or if you should see your doctor for further testing. In any case, your doctor will receive a complete record of your screening examination.

What is the Cost?

There is NO charge. Take advantage of this FREE service.



NEWS FROM THE S. C. STATE EMPLOYEES' ASSOCIATION.

The Annual SCSEA Barbeque for members and guests of the General Assembly will

be held Tuesday, March 5, 1974 at the Shrine Club on I-26. (Take St. Andrews exit west of Columbia, turn left over bridge then right on Frontage Road). The dinner will be from 6:30 to 8:30 p.m. catered by Oak Grove Barbeque. Dancing from 9:00 p.m. to 1:00 a.m., Jimmy Farr's Orchestra. Price: \$3.75 per person. Tickets are available from your Association Board Members (Mr. J. P. Neal, Jr., and Mrs. Lois W. Bremer - both are at Central Office).

It's not too early for members of SCSEA to begin thinking about the annual Convention. This year it will be held at the Landmark Inn, Myrtle Beach, May 31 - June 2, 1974. Rates will be \$20.00 single and \$25.00 double. Meals will be \$7.00 plus tax, this includes breakfast and dinner. More details will be coming later.

We were disappointed at the last Board Meeting to learn that our percentage of membership is way behind that of some other agencies. If you have not already joined the S. C. State Employees' Association, we urge you to do so. The advantages are many, the cost minimal. We would like to increase our membership so that we will be entitled to another member on the Board. Your cooperation is necessary if we are to accomplish this.

NEWS FROM THE STATE PERSONNEL DIRECTOR - Mr. Jack S. Mullins.

It is with pleasure that I announce the appointment of Mr. Joseph A. Mack as Deputy Director of the State Personnel Division.

Most of you know Joe personally and are aware of his outstanding qualifications for this position. Joe came to State Personnel Division in late 1969, following seven years of personnel experience, four in business and three in the Florida Merit System. He is a graduate of Florida State University with a major in industrial management.

Please call upon either me or Joe whenever we can be of assistance.

Hazardous Weather Policy for S. C. State Agencies and Employees

Unless extremely serious weather or other emergency conditions prevail, no announcement will be made concerning the closing of State offices. Such announcements will be made, if considered advisable, by the Governor's Office.

If hazardous weather conditions make it impossible for an employee to get to his place of work, the employee shall be allowed to:

1. Make up the time lost from work at a time scheduled by the employing department;
2. Use accrued annual leave; or
3. Take leave without pay.

When unable to report to work due to weather conditions, employees should notify their supervisors if possible.

If hazardous conditions develop during a work day, the top administrative personnel of agencies in the Columbia area will be notified by the State Personnel Division whenever it is determined State employees should leave early. In such cases, employees may arrange for the time lost as specified above.

Agencies outside the Columbia area should deal directly with emergency situations on a local basis. In such instances, the appointing authorities should consult with their counterparts in other agencies of the area so that, when practicable, concerted action may be taken. Time lost, however, shall be charged in accordance with the provisions of this policy.

Those agencies which must be staffed at all times should develop emergency plans for providing transportation to and from work for the necessary personnel who cannot arrange transportation on their own.

LOST AND FOUND SECTION:

Found - a set of car keys in the vicinity of the dairy. Please claim at the Security Office.

Found - one key (possibly to an office or house) found in the Central Administration Annex. Please claim at the Security Office.

REMEMBERED QUOTE FOR THE DAY. . . .

"To err is human, but when the eraser wears out ahead of the pencil, you're overdoing it."

...J. Jenkins (submitted by Willow Lane)